

STATE AGENCIES

Utah State Archives

Parent Agency: Attorney General
Civil Department

Agency: Attorney General's Office. Civil Department. State Agency
Counsel Division (2544)
P.O. Box 140857
Salt Lake City, UT 84114-0857

Records Officer: Amy Casterline

AGENCY: Attorney General's Office. Civil Department. State Agency Counsel
Division

SERIES: 28798

2

TITLE: Legal counsel records for the Department of Human Services

DATES: 1982-

ARRANGEMENT: Alphabetically by client name, thereunder by year.

DESCRIPTION:

These records support the agency's function to provide legal services for government agencies (Utah Code 67-5-3(2)(a) (2015)). Records document legal advice regarding drafted rules and legislation, administrative hearings, public record requests, contracts, administrative responses to discrimination complaints, and similar issues.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

Computer data files: Retain in Office for 10 years and then delete.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(17 and 18) (2015)

SECONDARY DESIGNATION(S):

Public

UTAH STATE ARCHIVES AND RECORDS SERVICE
RETENTION SCHEDULE AND CLASSIFICATION REVIEW

MARCH 18, 2016

AGENCIES SUBMITTING RECORD SERIES

AGENCY NUMBER OF
RECORD SERIES

STATE AGENCIES

Attorney General
State Agency Counsel Division.1

TOTAL RECORD SERIES SCHEDULED:	1	
TOTAL VOLUME:	0.00	CUBIC FEET
TOTAL ANNUAL ACCUMULATION:	0.00	CUBIC FEET

I have read the enclosed record series and concur with proposed retentions and dispositions, except for any noted substantive changes.

State Records Committee Member

Date